

5 November 2024

Dear Parents / Caregivers of Year 11-13 students

EXTERNAL EXAMINATIONS 2024

Reminder that students are required to present their admission slip for **every exam session they attend**. Students must arrive at least 20 minutes before the start of each exam session. Most exams are being held in the gym, with smaller groups in other classrooms.

NCEA Timetable:

<https://www2.nzqa.govt.nz/assets/NCEA/2024-Timetable-FINAL-4-3-24.pdf>

NCEA Candidate Information Sheet:

<https://www2.nzqa.govt.nz/assets/NCEA/Subject-pages/2-Universal-documents/2024-March-Candidate-Information-Sheet.pdf>

If you are unable to attend your examination session, you may in exceptional circumstances, be eligible for a **Derived Grade application**.

Approved reasons include:

- **at the time of the exam:**
 - a temporary acute non-recurring illness
 - trauma, misadventure, or exceptional circumstances
 - a sudden and significant change to a long-term illness
- significant conditions diagnosed after **1 October** or a traumatic event after **1 October**

There is more information on derived grades [here](#) on the NZQA website.

Please note: derived grades are not to compensate for missed learning or study time

Contact Mrs Pottow (NZQA PN) carol.pottow@elim.school.nz for assistance.

When students come into school over the next few weeks for external examinations, correct full school uniform must be worn, and adherence to all school regulations regarding jewellery, make-up, and hair colour.

Yours sincerely

Carol Pottow MA, HDE

*Senior Years Assessment Lead/Principal's Nominee
International Director*